



September 12, 2011

The City of Round Rock Parks and Recreation Department is proud to announce our annual Christmas Family Night on Friday, December 9, 2011. We would like to welcome you to participate in this community-wide event. This event is a great opportunity to give back to the community and show your continued support.

The event will begin around 6:30 pm with a grand entrance by Santa down Main Street and continue with activities, entertainment, carriage rides, refreshments and amusement for everyone. All activities will take place on Main Street between Mays and Sheppard Streets from 6:30 pm to 9:30 pm.

We are looking for groups to sponsor activity booths, food/drink booths and game booths. We do not charge a booth fee and all activities are to be free of charge to the community. If your organization would be interested, please complete the attached form and return it via mail, E-mail, or fax by November 4th to ensure your space at our event.

Groups will be given a defined space for their activity/performance and can request tables/chairs and electricity, however these items are limited. Your group will be recognized by a sign which will be provided by the Parks and Rec. Dept. or you may hang your banner. Groups may not distribute solicitation information or sell items.

Once applications have been received and the schedule of activities is complete, booth assignments will be sent out the last week in November. All activity booths **MUST** be set up and ready by 6 pm and please **NO** tear down until after 9:30 pm. Main Street will close at 1 pm however there will be **NO** vehicles allowed on the street after 5 pm. To ensure enough items for your booth, please plan on 2,000-3,000 people participating at your booth. **The rain date will be December 16.**

If you have any questions or suggestions, please contact Dawn Moonan at 512-218-5499.

Round Rock Parks and Recreation Department

301 W. Bagdad Avenue, Suite 250 • Round Rock, Texas 78664 • 512-218-5540

Christmas Family Night

ACTIVITY BOOTH APPLICATION

DECEMBER 9, 2011

ORGANIZATION:

CONTACT PERSON:

DAY PHONE: CELL PHONE:

CONTACT PERSON @ THE EVENT: CELL PHONE:

MAILING ADDRESS: ZIP:

E-MAIL ADDRESS:

BOOTH DESCRIPTION	BOOTH REQUIREMENTS
<p>Booth Name & Description:</p> <p>(type of craft, type of game, type of food/drink) <u>Please prepare for up to 2,000-3,000 people to stop by your booth.</u></p>	<p>Tables needed: <input type="checkbox"/> Yes # ____ <input type="checkbox"/> No</p> <p>Chairs needed: <input type="checkbox"/> Yes # ____ <input type="checkbox"/> No</p> <p>Electricity needed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Why electric is needed: (reason for electricity-we cannot guarantee electricity-you will be contacted if we cannot provide)</p> <p>Sign: <input type="checkbox"/> Yes <input type="checkbox"/> NO-(will use my own)</p>

Additional Information:

To ensure a booth, please return your registration form by November 4th.

Fax: 218-3231/E-mail: dmoonan@round-rock.tx.us

City of Round Rock PARD: ATTN: DAWN MOONAN 301 W. Bagdad, Bldg. 2, Round Rock, TX 78664